

WELFARE-TO-WORK

HANDBOOK

D. RECRUITMENT AND SELECTION

2. **Hiring.** Defense Components have identified numerous entry-level positions, in both appropriated and nonappropriated fund activities, that could be filled by welfare recipients. This section concerns hiring for such positions.

a. **Hiring Authorities.** No single appointing authority will be appropriate in all circumstances. Therefore, DoD will use all available and appropriate mechanisms for hiring individuals into this program. For nonappropriated fund positions, regular full-time, regular part-time, and flexible appointments can be used. For appropriated fund positions, options include permanent, temporary, and term appointments in the competitive service, as well as numerous excepted service options. The primary vehicle will be the Worker-Trainee Program, although others listed below may be used as needed.

- **Worker-Trainee Program.** Aimed at unskilled workers to be hired into GS-1 and WG-1 or WG-2 positions, this program provides promising individuals an opportunity to learn not only marketable skills but also good work habits. Participants receive benefits and are eligible for within-grade increases as well as promotions. After three years of satisfactory performance, trainees are eligible for conversion to career appointments.

Activities are authorized to recruit and hire Worker-Trainees under the authority granted in 5 CFR 316.201.

- **Student Education Employment Program.** This program offers an excellent opportunity to reach out to teenage mothers who are welfare recipients and are working to finish high school. The employment options may be either part-time or full-time.
- **Veterans' Readjustment Appointment (VRA) Authority.** VRA permits agencies to appoint veterans of the Armed Forces who meet the VRA eligibility criteria without open competition for either full-time or part-time positions up to the GS-11 level or its equivalent in other pay systems. DoD will continue to use VRA for eligible veterans.

- **Special Appointment of Readers, Interpreters, and Personal Assistants.** This authority provides opportunities for unskilled individuals to begin as personal assistants, receive training, and then become skilled interpreters or readers or be moved into trainee programs for further development in other occupations. Positions may be full-time, part-time, or intermittent.

b. Hiring Constraints. Although DoD has identified both appropriated and nonappropriated fund openings that meet the Welfare-to-Work Program guidelines, there is no guarantee that welfare recipients will be able to fill all of the positions. Existing preference programs that apply to current employees, former employees, and applicants entering the government service must be honored. All of the following statutory and regulatory requirements must be met when administering the Welfare-to-Work Program:

- Veterans' Preference (It should be noted that violation of veterans' preference constitutes a prohibited personnel practice.);
- Spouse Employment Program;
- Reemployment Priority List;
- Priority Placement Program*; and
- Interagency Career Transition Assistance Plan (ICTAP).*

*These requirements do not apply when filling nonappropriated fund openings.

c. Vacancy Announcements. To assist activities in recruiting and hiring, the Office of Personnel Management has developed the standardized vacancy announcement which is available at Appendix 11.

d. Position Descriptions. Position descriptions must be established prior to bringing a welfare recipient on board. Standard position descriptions for positions at the grades GS-1, 2, and 3 (Clerk, GS-303) as well as WG-1, 2, 3, and 4 (Laborer, WG-3502) are provided for activity use at Appendix 12.

e. Performance Standards. This program is designed to complete necessary DoD work while helping employees prepare for life-long employment. Therefore, successful placement must begin with the establishment of clearly defined performance requirements that are measurable and results oriented. Standards must provide a reasonable basis for measuring performance. Both the employee and supervisor should have a clear understanding of work expectations.

f. Other Employee Issues. Welfare-to-Work participants are covered by all regulations and procedures regarding leave, work schedules, pay, Fair Labor Standards Act, workers' compensation, and security requirements that are applicable to the appointing authority under which they are placed. Consistent with existing procedures for all employees, participants placed in positions designated for drug testing will be subject to applicant and random drug testing.

